



Dana A. Friend
Fiscal & Chief Financial Officer

DISTRICT OF COLUMBIA COURTS
Budget and Finance Division
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WALLACE S. LEWIS, III
Defender Services Branch Chief

****ATTENTION ALL CJA/CCAN NON-PANEL INVESTIGATORS****

The current issued identification badge you have in your possession has an expiration date of June 1, 2011. As of that date (June 1, 2011) you are no longer permitted to work on any cases here at the District of Columbia Courts where you will be representing yourself as a CJA/CCAN Investigator. Please finalize all services on cases you have been solicited to perform investigative services by any court appointed attorney prior to the April 12, 2011 release of Administrative Order 11-05. **You are not entitled to any new cases where the case file date falls between April 21, 2011 and June 1, 2011. In any cases where your status may change from non-panel to full panel membership this also applies to you.** All billing and expenses for services should be finalized, and sent to the appointed counsel for certification before June 30, 2011. On June 30, 2011 at close of business, your access to the Web Voucher System will be deactivated, and you will no longer be able to bill for any services after that date. All submitted claims will follow the normal workflow processes until authorization of payment is acknowledge by the finance office. **Please be advised that we will monitor all claims for payments to non-panel investigators; if any claim is submitted where the case file date is between April 12th and June 1, 2011, you will not be compensated for that voucher claim.**

Thank you for your valued participation in the program over the past years and we wish you the very best in your future endeavors.